



Environmental Management System

2005 EMS Internal Audit Plan



August 2005

**Directorate of Public Works
United States Army Garrison – Heidelberg
Environmental Division
Heidelberg, Germany**

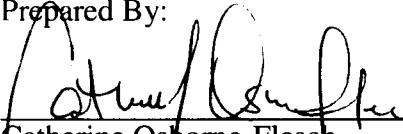
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APPROVALS


This plan presents the methods and procedures that will be utilized by the 2005 EMS Internal Audit Team to complete the 2005 Environmental Management System (EMS) Internal Audit conducted by the United States Army Garrison – Heidelberg (USAG - Heidelberg) in Heidelberg, Germany.

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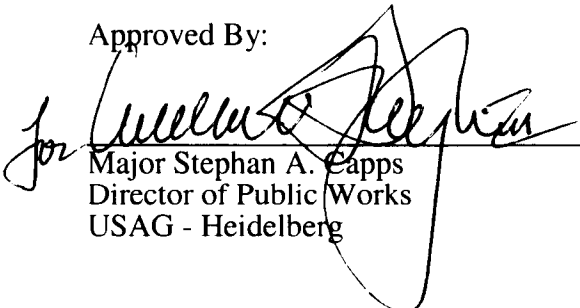
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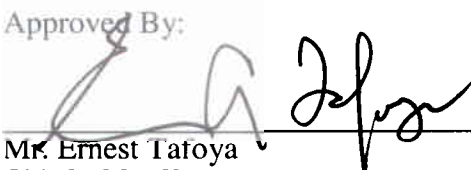
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Record of Revisions

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Appendix A 2005 EMS Internal Audit Plan and Responsibilities



2005 EMS Internal Audit Plan

1.0 BACKGROUND

The United States Army Garrison – Heidelberg (USAG-Heidelberg) began implementation of its Environmental Management System (EMS) program in 2004 as required by the Executive Order (EO) 13148, *Greening the Government through Leadership in Environmental Management* (April 2000) and various Department of Defense (DoD) and Department of the Army (DA) Directives, Policies and Memoranda. The Garrison was directed to follow the general guidance for the development of an EMS found in the International Organization for Standardization (ISO) 14001 Standard, *Environmental Management Systems—Specifications with Guidance for Use*. According to these requirements, USAG-HD is required to have a complete EMS program in place, with one Internal Audit and one Management Review having been conducted, by 31 December 2005.

The Internal Audit is an important tool that serves to identify the level of conformance of the EMS with the ISO-14001 requirements and to identify the necessary corrective actions needed to address the garrison's identified deficiencies.

2.0 SCOPE AND OBJECTIVES

The scope of the USAG-Heidelberg 2005 EMS Internal Audit will be to review the implementation of the seventeen EMS elements described in the ISO-14001 standard within the activities of the garrison structure. The main objective of the audit is to analyze the EMS to determine if the USAG-Heidelberg is effectively meeting its requirements presented in its Environmental Policy Statement and its EMS program requirements, goals and objectives. This plan presents the methodologies and procedures that will be utilized to complete the audit as required by the applicable standards and regulations.

3.0 METHODOLOGY

The 2005 EMS Internal Audit will be conducted utilizing the guidelines provided in the EMS Internal Audit Procedure (EMS-4.5.4) and will review the following seventeen EMS Elements described in the ISO-14001 standard:

<u>EMS Clause</u>	<u>Requirement/Element</u>
EMS-4.2	Establishment and Communication of Garrison Environmental Policy
EMS-4.3.1	Identification of Environmental Aspects and the Associated Significant Impacts
EMS-4.3.2	Identification of and Legal and Other Requirements
EMS-4.3.3	Development of Objectives and Targets to Address the Identified Significant Impacts
EMS-4.3.4	Establishment of Appropriate Environmental Management Programs to Address the Garrison Objectives and Targets
EMS-4.4.1	Establishment and Communication of EMS Roles and Responsibilities
EMS-4.4.2	Conductance of Appropriate EMS Training for all Garrison Personnel



- EMS-4.4.3 Establishment and Utilization of Designated Processes for Conducting Internal/External Communications Concerning Environmental Issues
- EMS-4.4.4 Proper Maintenance of EMS Documentation
- EMS-4.4.5 Document Control
- EMS-4.4.6 Identification and Implementation of Operational Controls for Garrison Activities which are in Line with the Garrison Environmental Policy and its EMS Objectives and Targets.
- EMS-4.4.7 Identification and Utilization of Appropriate Emergency Preparedness and Response Actions
- EMS-4.5.1 Monitoring and Measurement of Key Activities to Track Garrison Environmental Performance and Compliance with Legal and Other Requirements.
- EMS-4.5.2 Identification and Correction of Non-Conformances
- EMS-4.5.3 Proper Maintenance and Management of Records Associated with EMS Performance.
- EMS-4.5.4 Periodic Performance of an Internal EMS Audit to Verify that the EMS is Operating as Intended.
- EMS-4.6 Periodic Performance of an EMS Management Review to Ensure the Program's Continual Improvement.

In addition to the above elements, the Audit Team will review specific EMS documentation (including the EMS Manual, the EMS Procedures and the EMS Inventory of Aspects and Impacts) to ensure that all appropriate procedures have been developed according to the requirements of the ISO-14001 standard.

3.1 Audit Team

The 2005 Internal EMS Audit will be conducted as described in EMS-4.5.4 by an EMS Audit Team consisting of the following personnel:

SGT Aeyneanne Dizicksa, Vet	Audit Team Leader
CW4 Peter Johnson, AFOD	Audit Team Member
Ms. Valerie Neu, AAFES	Audit Team Member
SGT Derek Modelski, USAMH	Audit Team Member
Ms. Laura Hettinger, ED	Audit Team Member

3.2 Audit Process

During the audit, the Audit Team members will conduct a review of the EMS documentation (on 28 September 2005) and evaluate whether it meets the requirements outlined in the ISO-14001 standard. During the 03-12 October 2005 time period, the Audit Team will conduct on-site assessments to determine whether these requirements are being correctly implemented by the units and organizations within the USAG - Heidelberg. Appendix A presents the Audit Plan and Schedule which outlines the responsibilities of individual team members.



Non-Conformance Finding Sheets (presented in Appendix A) will be prepared by the audit team during its evaluation of the EMS Program and will include the following items:

- a brief description of the audit scope;
- the identification of the audit team and key personnel associated with the finding;
- a general statement summarizing the effectiveness of the EMS; and,
- a brief discussion of any findings.

The findings from the Non-Conformance Finding Sheets will also be recorded on Preventive and Corrective Action Requests (PCAR) for initiation and tracking of the corrective actions selected to address the deficiencies identified during the audit process.

An audit report will be developed based on the completed finding sheets, and the observations recorded on them. The report is intended to provide a summary of the status of EMS development and implementation within the USAG-Heidelberg. The EMS Coordinator (EMSC) will present this report to the Environmental Quality Control Committee (EQCC) and the Environmental Division (ED) so that the annual EMS Management Review can be performed. In addition, this report will serve to summarize the actions which are deemed necessary to bring the EMS into full conformance with the ISO-14001 standard by the DoD milestone of 30 September 2009.

The audit will be conducted using the following time schedule:

- | | | |
|---|-----------------------|---|
| ✓ | 27 July 2005: | Distribution of Signed EMS Audit and Management Review Procedures for CFT review |
| • | 18 Aug 2005: | Audit Team Selection |
| • | 24 Aug 2005: | Initial Training for Audit Team on EMS Internal Assessment Audit |
| • | 26 Oct 2005: | EMS Audit Team Meeting and Additional Training (Audit Plan) – Coordination of the Audit and Review of EMS Procedures and Documentation against the ISO 14001 Requirements |
| • | 31 Oct – 04 Nov 2005: | EMS Audit Team Conducts Audit |
| • | 10 Nov 2005: | Audit Report to EMSC |
| • | 14 Dec 2005: | EQCC conducts EMS Management Review of EMS Program |
| • | NLT 31 Dec 2005: | Memorandum to IMA-E: Completion of Audit and Management Review |



Appendix A
2005 EMS Internal Audit Plan and Responsibilities

**USAG – Heidelberg 2005 EMS Audit Plan and Schedule****Audit Dates:**

10/31/05 – 11/04/05

Print Auditor Names and checkmark in area the auditor is responsible for auditing**Schedule**

		Date:	Lead Auditor	Auditor	Auditor	Auditor	Auditor
	Opening Meeting	24 Aug 05					
	Document Review	26 Oct 05					
	On-Site Audits of Unit Implementation	31 Oct – 04 Nov 2005					
4.2	Environmental Policy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3	Planning						
	4.3.1 Environmental Aspects			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	4.3.2 Legal & Other Requirements		<input checked="" type="checkbox"/>				
	4.3.3 Objectives and Targets			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	4.3.4 Environment Mgmt. Programs		<input checked="" type="checkbox"/>				
4.4	Implementation and Operation						
	4.4.1 Structure and Responsibility				<input checked="" type="checkbox"/>		
	4.4.2 Training Awareness & Competence				<input checked="" type="checkbox"/>		
	4.4.3 Communication				<input checked="" type="checkbox"/>		
	4.4.4 Environmental Management System Documentation					<input checked="" type="checkbox"/>	
	4.4.5 Document Control					<input checked="" type="checkbox"/>	
	4.4.6 Operational Control					<input checked="" type="checkbox"/>	
	4.4.7 Emergency Preparedness & Response					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



USAG – Heidelberg 2005 EMS Audit Plan and Schedule (Page 2)						
Audit Dates: 10/31/05 – 11/04/05						
Schedule		Print Auditor Names and checkmark in area the auditor is responsible for auditing				
	Date:	Lead Auditor	Auditor	Auditor	Auditor	Auditor
	24 Aug 05					
	26 Oct 05					
	31 Oct – 04 Nov 2005					
		SGT Aeyneanne Dizicksa, Vet	CW4 Peter Johnson, AFOD	Ms. Valerie Neu, AAFES	SGT Derek Modelski, USAMH	Laura Hettinger, ED
4.5	Checking and Corrective Action					
	4.5.1 Monitoring and Measurement	<input checked="" type="checkbox"/>				
	4.5.2 Nonconformance and Corrective & Preventive Action	<input checked="" type="checkbox"/>				
	4.5.3 Records					<input checked="" type="checkbox"/>
	4.5.4 Environmental Mgmt. System Audit	<input checked="" type="checkbox"/>				
4.6	Management Review					
	Audit Program				<input checked="" type="checkbox"/>	
	Other Requirements					
	Objectives – Monitoring and Measuring				<input checked="" type="checkbox"/>	
Lead Auditor (printed name):		Lead Auditor (signature):				